

BUCS Government Fund Accounting ***Since 1974***



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BUCS

BUdgetary Control System

- **Experienced:** Fund Accounting Software Solutions Since 1974
- **Proven:** True Microsoft Windows Format In 1997
- **Contemporary:** Continually Improved With Bold New Features And Improved Usability On An Ongoing Basis.
- **Outstanding Support:** Responsive And Knowledgeable Support Team. Answers When You Need Them.
- **Value Priced:** Pricing Designed To Meet The Needs Of A Wide Range Of Clients



Government Fund Accounting

- *True Fund Accounting Software Design, not a commercial system with an “overlay”*
- *True Microsoft Windows™ Design, not a non-standard GUI (Graphical User Interface)*
- *True Government Accounting, Encumbering, Budget Controls, and GASB 34 Statement Reporting*
- *Award winning:*
 - “CPA Technology Advisor”*
 - NFC (Nonprofit Financial Center)*

Government Fund Accounting is Different!

- *It is not multi-company commercial accounting. It goes beyond commercial requirements both in form and function.*
- *Separate accounts are maintained for each fund. Commercial systems maintain separate revenue and expense accounts, but co-mingle balance sheet accounts. This is not permitted in fund accounting.*
- *Reports measure performance against budgets and income versus expenses. Commercial system reports measure income versus expenses only.*

Government Fund Accounting is Different! **(Cont'd)**

Governmental agencies operate on budgets established by law: *You are not permitted to exceed budget limits without amendments that have been legislated. Fund accounting provides mechanisms, like encumbering, to monitor these requirements closely. Reports indicate when limits have been exceeded. These controls do not exist in commercial and many nonprofit accounting systems.*

GASB (Governmental Accounting Standards Board) Statement 34: *Imposes additional standards that further differentiate government fund accounting from nonprofit fund accounting. These requirements define new classifications, especially on revenue reporting. They also require a different financial reporting model than required for nonprofits.*

Government Fund Accounting is Different! **(Cont'd)**

- *Requires the functionality of a commercial accounting system*
- *Provides additional functionality needed for nonprofit fund accounting*
- *Requires additional budget controls and reporting needs that go beyond those of commercial and nonprofit fund accounting systems*
- *For more information about fund accounting, visit www.drfrey.com*

BUCS Fund Accounting

Since 1974



*Over 30 Years Of Intense Fund Accounting Experience
Proven, Reliable Software, State-of-the-art Technology*

BUCS Module Options

- General Ledger
- Accounts Payable
- Accounts Payable ACH
- Bank Reconciliation
- Accounts Receivable
- Encumbrances
- Requisition Control
- Fixed Assets
- Budget Planning
- Combining Reports
- Cash Receipts
- Fee Receipting
- Multi-user
- ODBC Interface
- MS SQL Database

Toll FREE 800 Number Support

Powerful Security, by Menu Item and User:

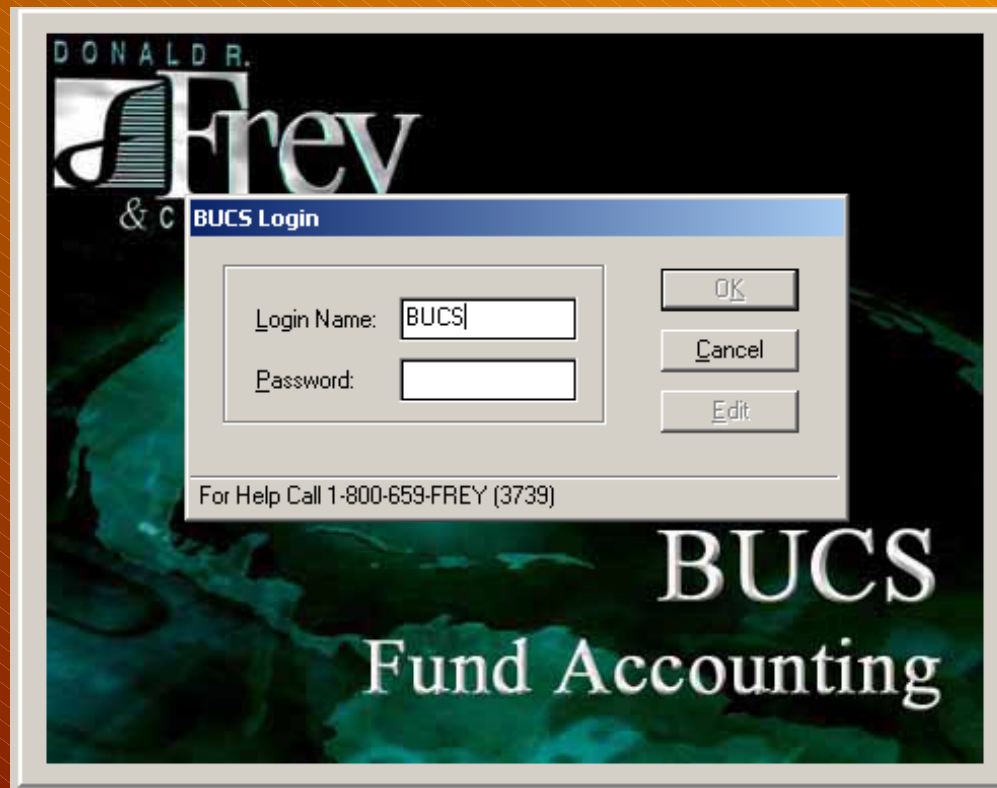
Access Options: Update, View, No Access

Access Limits: By Multiple Account Ranges

Login and Password Security

P.O. Spending Limits

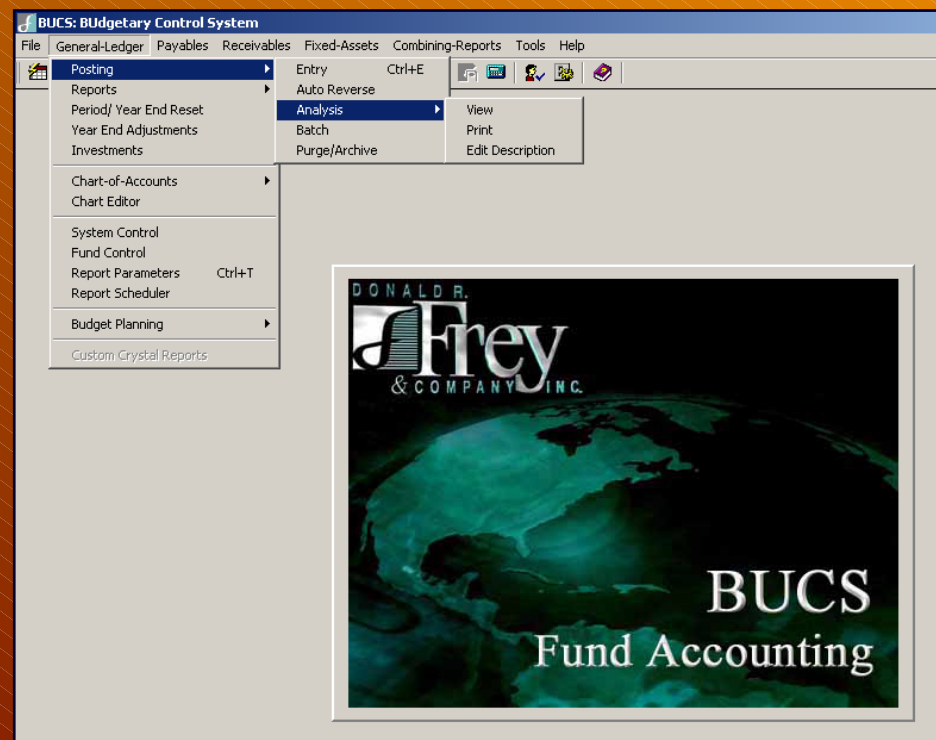
Activity logs



Main Menu Bar

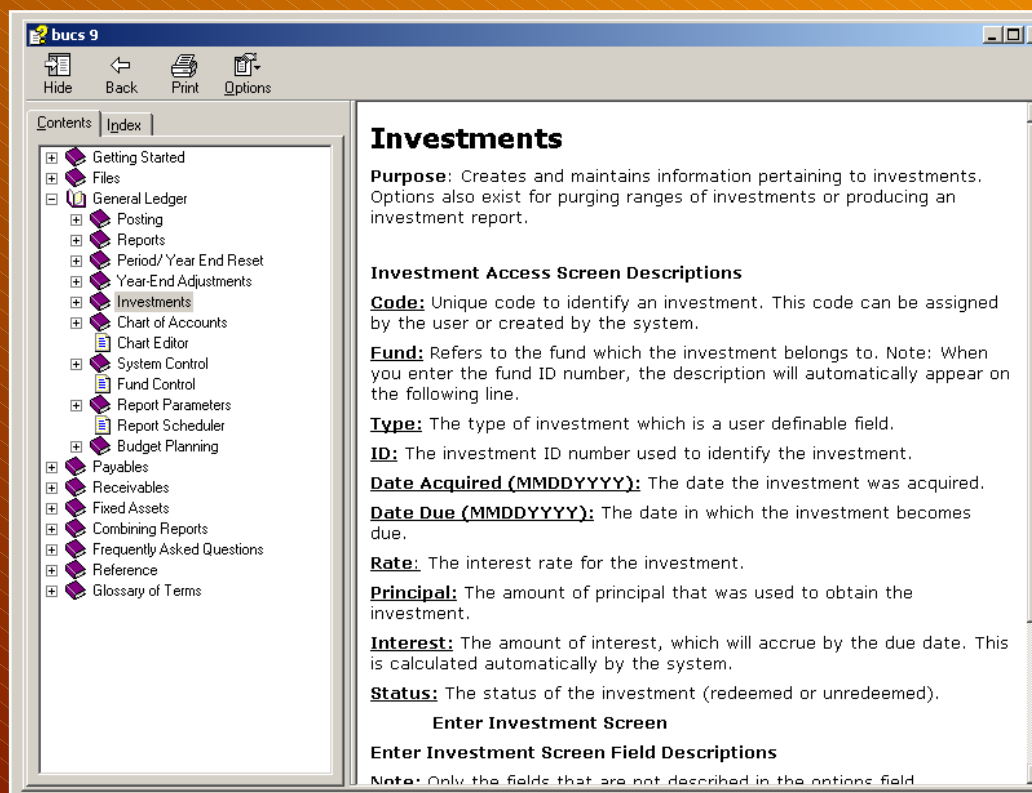
Presents logical categories such as *General Ledger*, *Accounts Payable*. They are accessed by clicking on the item. Programs within the General Ledger then appear.

The *True Microsoft Windows* design *makes sense*. It provides fast navigation and *True Windows* consistency. Learning how to use BUCS is easy!



Powerful Help Systems

- ✓ On-line manual for *Help* in a *true Microsoft Windows* HTML format.
- ✓ Remote Help Allows Our Support Staff To Instantly Assist Via The Internet
- ✓ Annual Releases Make Your System State-of-the-art
- ✓ Interim Updates Keeps your System is Always Error Free
- ✓ Newsletters Inform You Of The Latest Events And Improvements
- ✓ Annual User Conferences Provide Training And Networking Opportunities



General Ledger

- **Chart-of-Accounts:** Up to 29 Positions, Alpha/Numeric
- **Optional Microsoft SQL Database**
- **Rapid Chart Generation:** Import Chart via Text Editors, etc.
- **Funds:** Unlimited Number, Classes, Types
- **Grant Tracking:** Multi-year Tracking
- **Allocations:** Distribute *pooled items*
- **Project Tracking:** Follow Projects as Sub Funds
- **Interface:** For Posting Entries From Other Applications
- **Cash/Accrual:** Methods available
- **Drill Down:** View Journal Entry Sources
- **Investments:** Tracking Reports
- **Posting:** Entry, Auto Reversals, Analysis, Journals, Archiving
- **Reports:** Revenue, Expense, Fund, Balance Sheet, Trial Balance, Income, User Defined
- **Formatting:** *Export Financial Reports To Excel*
- **Report Parameters:** Unlimited User Definable Reports
- **Report Scheduler:** Prepares Selected Groups of Reports
- **Reporting:** Unlimited Prior Period Reporting
- **Year End:** Delayed Closing, up to Twelve Months
- **Budget Planning:** Optional planning *tools*
- **True MS Windows:** Since 1997

Real Time provides the speed and control needed for fund accounting.

Powerful Account Controller

- ✦ Search by account name or number.
- ✦ *Key* a portion of the name or number to speed the search.
- ✦ *Filter* by type.
- ✦ Switch functions by pressing the appropriate *button*.

Search Key

Expense Accounts

Number:

Account Order: ☒ Number ☐ Description

Close

Account Number	Account Description	Balance	Last Post Date
01.4000.00	Salary & Wages Expense	11,880.00	05/02/2002
01.4000.10	Salary & Wages Expense	3,960.00	05/02/2002
01.4010.00	Bonus Expense	1,320.00	05/02/2002
01.4010.10	Bonus Expense	.00	
01.4020.00	Vacation Pay Expense	2,112.00	05/02/2002
01.4020.10	Vacation Pay Expense	.00	
01.4030.00	Holiday Pay Expense	528.00	05/02/2002
01.4040.00	Sick Pay Expense	.00	
01.4050.00	Travel Expense	2,640.00	05/02/2002
01.4100.00	Fica Tax Expense	528.00	05/02/2002
01.4100.01	Administrative Salaries - Gen	10,644.00	05/02/2002
01.4100.02	Clerical Salaries - Gen	11,880.00	05/02/2002
01.4100.0301	Health Insurance	4,752.00	05/02/2002
01.4100.0401	Computer Supplies	23,810.00	05/02/2002

Add Edit View Delete ID Change Print

Account Types: ☒ Active ☒ Inactive

Search By

Filter

Functions

Account Balance Screens Provide Vital Information...

- Tabs: *Account History*, *Graph*, *Postings* for details
- *Drill Down* at your fingertips
- *Arrow keys* move you to the next/previous account
- BUCS Intuitive design leads one through the process

- ✓ Current Balances
- ✓ Recent History

Edit Expense Account

Account Number: 01.4000.00
 Account Descr: Salary & Wages Expense
 Combination Numb: 4000 Status: ACTIVE

Last Post Date: 05/02/2002
 Previous Post Date: 04/16/2002

Current Period - 05/2002 | Current Period Graph | Postings

	Appropriation	Expenses	Month To Date	Year To Date
Original	14,940.00	Beg Balance	10,935.00	.00
Rev/Amend	.00	Debits	945.00	11,880.00
Transfers	-550.00	Credits	.00	.00
Net	14,390.00	Net Dr/Cr	945.00	11,880.00
Unexpended	2,510.00	Prior Year		14,940.00

Count Fields:
 1: .00
 2: .00
 3: .00

Encumbrances	Month To Date	Year To Date
Beg Balance	.00	.00
Debits	.00	.00
Credits	.00	.00
Net Dr/Cr	.00	.00

Uncommitted: 2,510.00

Expenses From Past Periods

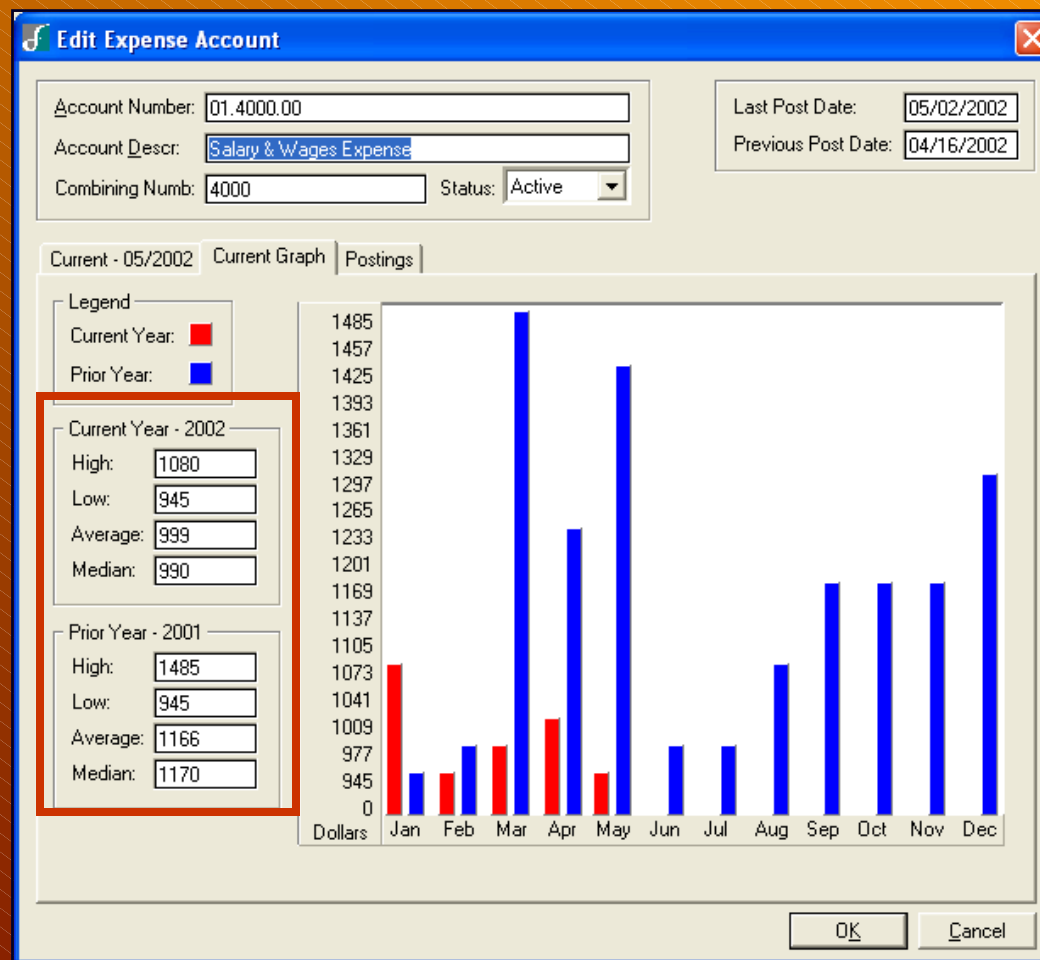
Period	Amount	Period	Amount	Period	Amount	Period	Amount
04/2002	1,035.00	10/2001	1,170.00	04/2001	1,260.00	10/2000	1,035.00
03/2002	990.00	09/2001	1,170.00	03/2001	1,485.00	09/2000	1,575.00
02/2002	945.00	08/2001	1,080.00	02/2001	990.00	08/2000	1,440.00
01/2002	1,080.00	07/2001	990.00	01/2001	945.00	07/2000	1,215.00
12/2001	1,305.00	06/2001	990.00	12/2000	1,395.00	06/2000	.00
11/2001	1,170.00	05/2001	1,440.00	11/2000	1,170.00	05/2000	.00

History Beyond 24 Periods: .00

OK Cancel

History Graph

- Range statistics provide valuable trend information
- Graph compares current and prior year account history



Posting Details

- Most Recent Order
- Double Click Item For Details
- Unlimited Posting History
- Click *Source Document* For Image

Edit Expense Account

Account Number: 01.4000.00 Last Post Date: 05/02/2002
 Account Descr: Salary & Wages Expense Previous Post Date: 04/16/2002
 Combining Numbr: 4000 Status: Active

Current - 05/2002 Current Graph Postings

Mo/Yr	Transaction Description	Amount	Type	Invoice	Check Numb
05/2002	MAY EXPENSES	945.00	DR		
04/2002	BUDGET TRANSFER	550.00	CR		
04/2002	APRIL 2002 EXPENSES	1,035.00	DR		
03/2002	MARCH EXPENSES	990.00	DR		
02/2002	FEB EXPENDITURES	945.00	DR		
01/2002	JAN. EXPENSES	1,080.00	DR		
12/2001	EXPENSES FOR DECEMBER	1,305.00	DR		
11/2001	EXPENSES-NOVEMBER	1,170.00	DR		
10/2001	OCTOBER EXPENDITURES	1,170.00	DR		
09/2001	SEPTEMBER EXPENSES	1,170.00	DR		
08/2001	AUGUST EXPENSES	1,080.00	DR		
07/2001	JULY EXPENSES	990.00	DR		
07/2001	ORIGINAL APPROPRIATION	14,940.00	DR		
06/2001	MONTHLY EXPENDITURES-JUNE 01	990.00	DR		
05/2001	MONTHLY EXPENDITURES-MAY 2001	1,440.00	DR		
04/2001	APRIL 2001 EXP	1,260.00	DR		

View Source Document

OK Cancel

Powerful Interactive Posting

- *Standard* entries are available for repeated use
 - *Allocations*
 - *Amounts*
 - *Percentages*
- *Auto* reversing is available to reverse groups of entries

The screenshot shows the 'Add Journal Entry' window with the following fields and values:

- Post: 05/2002
- Vendor: 20 (Greene Office Supply*)
- Check: (empty)
- Invoice: (empty)
- PO: (empty)
- Descr: Adjustment
- Date: 05/05/2005

The 'Posting Line Item' dialog box is open, showing:

- Account: 01.2100.01
- Descr: Accounts Payable-General
- Detail Descr: (empty)
- TTPP: (empty)
- Amt/Per: .00

Buttons in the 'Posting Line Item' dialog include OK, Cancel, Next, Previous, Complete, Search, and Maintenance. A footer note states: F6 = TTPP Help, F7 = Detail Description.

At the bottom of the 'Add Journal Entry' window, the following summary information is displayed:

Debits: .00	Credits: .00	Debit Rev: .00	Credit Rev: .00
Post Balance: .00	Rev/Est: .00	Appropriations: .00	

Reverse Entries With:

- ☐ Reverse Entries Next Period
- ☒ Debits/Credits
- ☐ Debit Reversals/Credit Reversals

Posting Journal Analysis

A powerful tool to scan accounts, entries, and print selected journals.

Account: 01.1100.01
General Fund Cash - Checking

Acct Balance: 664238.00 Range Balance: 664238.00

Buttons: Cancel, Next, View, Previous, Source Document

Mo/Yr	Transaction Description	Amount	Type	Invoice	Check Numb	Trans Date	Vendor
05/2002	A/R PAYMENT	150.00	DR	26	4020	05/28/2002	6
05/2002	A/R PAYMENT	100.00	DR	22	4020	05/28/2002	6
05/2002	A/R PAYMENT	50.00	DR	29	2728	05/28/2002	4
05/2002	A/R PAYMENT	100.00	DR	25	2728	05/28/2002	4
05/2002	A/R PAYMENT	150.00	DR	28	3212	05/28/2002	2
05/2002	A/R PAYMENT	150.00	DR	17		05/28/2002	1
05/2002	TAX REVENUE					21/2002	
05/2002	CONSULTING SERVICES					16/2002	500
05/2002	TRADE MAGAZINE SUBS					16/2002	126
05/2002	PHONE BILL					16/2002	59
05/2002	UTILITY PAYMENTS	69.00	CR	656AE	145	05/16/2002	38
05/2002	UTILITY PAYMENTS	138.00	CR	656AE	145	05/16/2002	38
05/2002	UTILITY PAYMENTS	23.00	CR	656AE	145	05/16/2002	38
05/2002	COPIER LEASE PAYMENT	120.00	CR	AD355	144	05/16/2002	20

F5 = Main Analysis Help

- **Analysis** displays complete account information.
- **Double Click** the transaction to **Drill Down** to details
- **Drill Down** For Source Document or Journal Entry details

Drill Down Details



Posting Analysis View

Account: 01.1100
General
Acct Balance: 6

Mo/Yr	Transaction
05/2002	A/R PAYM
05/2002	A/R PAYM
05/2002	A/R PAYM
05/2002	A/R PAYM
05/2002	A/R PAYM
05/2002	A/R PAYM
05/2002	TAX REV
05/2002	CONSULT
05/2002	TRADE M
05/2002	PHONE B
05/2002	UTILITY P
05/2002	UTILITY P
05/2002	UTILITY P
05/2002	COPIER L

Line Item Detail

Transaction Date: 05/28/2002 Operator Initials: BUC

Description: A/R PAYMENT

Detail Descr:

Check: 4020 Invoice: 26

P.O. Number: Reference:

Amount: 150.00 Program: A34100

Type: DR Transaction Type: PD ASSET

Deposit Number: 10 ACH Number:

Interest Number: Bank Charges #:

Adjustment #:

Vendor
Numb: 6
Name: CULLEN*TOM

Cancel
Next
Previous
View
Source Document

Vendor
2 60
2 60
2 40
2 40
2 20
2 10
2 500
2 126
2 590
2 380
2 380
2 380
2 200

F5 = Detail Analysis

Optional Budget Planning Module

- Generate Base Budgets Using Historical Data
- Alter Budgets Using *Global* Changes
- Budgets: Monthly, Quarterly, Semiannual Or Annual Basis
- Accounts Can Be *Mass* Changed By Percentages And/Or Dollars
- Cash Flow Projections Based On Budgets
- Optional Templates For Exporting/Importing With EXCEL

Accounts Payable

- Vital Contact Information
- User Definable Vendor Classes
- Spending Controls
- Special Notes With Follow-up Dates and *Alerts*
- Multiple Remit To Addresses
- Image Invoice Source Documents
- Spending History Tracking
- Unlimited Paid Invoice History With *Drill Downs*
- Unlimited Check History
- Purchase Order Preparation with Custom Formatting
- Optional Encumbering
- Optional Requisition Approval Processing
- Optional Interfaces To MS WORD, ODBC
- Optional ACH (Automated Clearing House) Electronic Payments
- Interface Available For The CUBIC Utility Billing System For Processing Refunds

Accounts Payable Vendors

Important information at the touch of a *Tab*!

Vendor Maintenance

General | Remit Addresses | Notes | Encumbrances | Outstanding Invoices | Paid Invoices | Check History | ACH

Vendor Number: 120 Type: PERMANENT Status: ACTIVE

Name And Address

Name: Frey & Company*Donald R.
Address 1: 40 GRAND AVENUE, SUITE 303
Address 2:
Address 3:
Address 4:
City: FORT THOMAS
State: KY Zip: 41075 Contact:

Federal ID: Phone: 859-441-6566 Fax: 859-441-7152
☐ 1099 Req'd 1099 Box Number: 0 Spending Limit: 0
1099 Name:
Comment:
E-Mail:
Default Account:

☐ Always Print Separate Checks for Each Invoice Invoice Terms: 0 Days
Class:

History

Month/Year	Amount
04/2002	.00
03/2002	.00
02/2002	.00
01/2002	.00
12/2001	.00
11/2001	.00
10/2001	1,250.00
09/2001	.00
08/2001	.00
07/2001	.00
06/2001	.00
05/2001	.00

Accounts Payable .00
Encumbrances 130.00
Total Of A/P + Encumbrances 130.00

Month-To-Date This Calendar Year .00
Year-To-Date This Calendar Year .00
Total Prior Calendar Year 1250.00

YTD This Fiscal Year 1250.00 Total Prior Fiscal Year .00

Create Letter Next Previous OK Cancel

Vendor Maintenance

General | **Notes** | Encumbrances | Outstanding Invoices | Paid Invoices

Vendor: 120 Frey & Company*Donald R.

Date	Follow Up Date	Type	Author	Note
05/06/2003		SOFTWARE	BUCS	BUCS CONTACT DEAN

Notes Are Available By User Defined Types. Alarms can be attached to notes by follow-up date.

Add Vendor Note

Vendor: 120 Frey _Company*Donald R.

Date: 05/06/2003 Follow Up Date:

Type: SOFTWARE Author: BUCS

Note

BUCS CONTACT DEAN
CUBIC CONTACT MIKE
CHIPS BRIAN

Word Document:

Path: F:\My Documents\Act\quotes\attachments\Value Added Features.doc

Image:

Path: F:\My Documents\Webfiles\cubici.bmp

Notes Can Have Text, WORD Documents, And Images Attached To Them

Vendor Calls About Payment Status...

- ***Paid Invoices key*** displays paid invoices, the most recent date at the top of the list. This eliminates long searches.
- ***Outstanding Invoices key*** displays outstanding invoices. Double click on the invoice and details are displayed.

Vendor Maintenance

General | Notes | Encumbrances | Outstanding Invoices | **Paid Invoices**

Vendor: 59 Cincinnati Bell*

Invoice	Check	Description	Amount	Date Paid
555-1234K	146	PHONE BILL	180.00	05/16/2002
555-1234J	141	PHONE BILL	200.00	04/16/2002
555-1234I	138	PHONE BILL	100.00	03/14/2002
555-1234H	135	PHONE BILL	100.00	02/15/2002
555-1234F	132	PHONE BILL	200.00	01/14/2002
555-1234E	127	PHONE BILL	100.00	12/20/2001
555-1234D	122	PHONE BILL	100.00	11/09/2001
555-1234C	115	PHONE BILL	200.00	10/14/2001
555-1234B	112	PHONE BILL	100.00	09/13/2001
55677				
555-1234				

Drill Down to Details!

Create Letter | Next | Previous | OK | Cancel

Paid Invoice Details...

Paid Invoice Detail [X]

Vendor: 59 Cincinnati Bell* [Cancel]

Invoice No.: 555-1234K

Description: PHONE BILL

P.O. Number: [] Month/Year: 05/2002

Due Date: 05/20/2002 Invoice Date: 05/07/2002 Date Paid: 05/16/2002

Amount: 180.00 Check: 146 Checking Account: 1

☐ Create Separate Check for this Invoice Claim #: []

Account	Description	Amount
01.4200.0407	Telephone	86.00
05.4200.0407	Telephone	9.00
10.4200.0407	Telephone	27.00
20.4200.0407	Telephone	18.00
30.4200.0407	Telephone	14.00
40.4200.0407	Telephone	10.00
50.4200.0407	Telephone	16.00

View Invoice Source Document

Image: Path: Paid_Invoice.bmp [View]

WorldCom

2055 STONE OAK PARKWAY
SAN ANTONIO TX 78258

BILL DATE 04/01/03
ACCOUNT NO. 9150173502
INVOICE NO. 915017350030

RIGDEN/LDZ BWA/CNO
9150173502 S2 X35 CBO A 01010 R

||..III..I...II..II..II..|
DONALD R FREY AND CO INC
40 N GRAND AVE
STE 303
FORT THOMAS KY 41075-1765

STATEMENT SUMMARY

PREVIOUS BALANCE	\$927.51
PAYMENTS RECEIVED THANK YOU ADJUSTMENTS	\$95.73CR \$1.76CR
BEGINNING BALANCE	10.00
NEW USAGE CHARGES	\$04.92
RECURRING CHARGES	\$9.56
NON-RECURRING CHARGES	0.00
FEDERAL EXCISE TAX	\$8.15
STATE AND LOCAL TAXES	\$1.08
+FD, ST & LOCAL SURCHARGES	\$45.37
FED UNIVERSAL SERVICE FEE	\$6.70
SERVICE CHARGE	0.00
SUBTOTAL NEW CHARGES	\$166.68
PLEASE PAY THIS AMOUNT \$166.68	

Local services provided by MCC Charlotte Communications, Inc. or its affiliate(s). Credit/Fee: WFO, other US carriers.

24 HOUR CUSTOMER SERVICE 1-800-749-9400
CREDIT/COLLECTIONS 1-800-725-2426

NEW PROMOTIONS OFFER SUBSTANTIAL SAVINGS!
In appreciation for your continued business, we are pleased to offer a number of exciting new promotions that can help you reduce costs. We're offering free access when you order new circuits, and rebates on new Internet DSL circuits. In addition, bundled local, in-state, and state-to-state outbound long distance services are now available for one simple, fixed rate per line or trunk. Ask your sales representative for details today!
Please read the last page of your invoice for additional important messages. And thank you for being a WorldCom customer. We appreciate your business.

TO ENSURE PROPER CREDIT, PLEASE RETURN THIS PORTION WITH YOUR PAYMENT UPON RECEIPT.

ACCOUNT	9150173502	TOTAL DUE	\$166.68	AMOUNT ENCLOSED	
INVOICE NO.	915017350030				

PLEASE MAIL CORRESPONDENCE TO:
WORLDSCOW
2055 STONE OAK PARKWAY
SAN ANTONIO TX 78258

PLEASE REMIT PAYMENT TO:
||..III..I...II..II..II..|
WORLDSCOW
PO BOX 08022 /
CHARLOTTE NC 28208-0022

DONALD R FREY AND CO INC
40 N GRAND AVE
STE 303
FORT THOMAS KY 41075-1765

☐ PLEASE CHECK HERE IF ADDRESS CHANGES AND COMPLETE REVERSE SIDE

91501735022 20030331 0000LSL&&Q25000

Image May Be Viewed, Printed, Incorporated In a Letter...

Optional Vendor ACH Paymnets

Many agencies are now making payments using ACH (Automated Clearing House) electronic remittances. ACH eliminates checks and speeds processing. Because payments are made electronically, postage and other mailing related costs are eliminated. Major savings!

The optional Bank Reconciliation module automatically handles ACH payment types

Optional Bank Reconciliation Module

Handles the complex process of *VOIDs* in fund accounting, automatically reversing all associated entries. Eliminates errors and saves valuable time.

Check Reconciliation

Checking Acct: [] Month/Year Range: From: [] To: [99/9999] Transaction Range: From: [0] To: [9999999999] Date Range: From: [] To: [99/99/9999]

Status to List:
☒ Outstanding
☐ Cleared
☐ Voided

Transaction Types to List:
☒ Checks ☒ Deposits ☒ ACH ☒ Bank Charges ☒ Interest ☒ Adjustments

Mo/Year	Date	Transaction #	Type	Amount	Status	Cleared/Void Date	Vendor/Description
12/2001	12/20/2001	124	Check	157.00	0		Ace Hardware*
04/2002	04/16/2002	140	Check	100.00	0		Cincinnati Gas & Electric Co.*
04/2002	04/16/2002	141	Check	200.00	0		Cincinnati Bell*
05/2002	05/01/2002	11	Deposit	27,150.00	0		Deposit Transaction
05/2002	05/03/2002	12	Deposit	575,775.00	0		Deposit Transaction
05/2002	05/06/2002	13	Deposit	10,260.00	0		Deposit Transaction
05/2002	05/16/2002	142	Check	25.00	0		Macro Supplies*
05/2002	05/16/2002	143	Check	175.00	0		Ace Hardware*
05/2002	05/16/2002	144	Check	120.00	0		Greene Office Supply*
05/2002	05/16/2002	145	Check	230.00	0		Cincinnati Gas & Electric Co.*
05/2002	05/16/2002	146	Check	180.00	0		Cincinnati Bell*
05/2002	05/16/2002	147	Check	25.00	0		Thompson Publishing Group*
05/2002	05/16/2002	148	Check	250.00	0		Vulcan Management Inc*
05/2002	05/21/2002	9	Deposit	100.00	0		Deposit Transaction
05/2002	05/28/2002	10	Deposit	700.00	0		Deposit Transaction

Mark Transaction as: [Cleared] [Voided] [Outstanding]

Checks Cleared: Total Number: [0] Total Amount: [0.00]
Deposits Cleared: Total Number: [0] Total Amount: [0.00]

[Clear Range] [Damage Checks] [Change Clear Date] [Reports] [Reconcile] [Interest/Bank Charges] [Load Bank File]

- Clears Checks
- Reconciles Deposits
- Processes ACH Transactions
- Reconciles Bank Charges
- Processes Interest Transactions
- Processes Adjustments
- Accounts For Damaged Checks
- Voids Checks & Reverses All Entries

Optional Encumbrance Processing

Most government budgets are enacted by law. The disbursing agency, by law, is required to stay within the budgets passed by the governing body. Encumbering reserves budgeted funds to pay for items on a purchase order. This process is designed to prevent overspending.

BUCS real-time processing of encumbrances provides tight controls over this process in an efficient and painless manner. It sets up and liquidates encumbrances automatically, resolving liquidated versus expended issues and other important accounting considerations.

Optional Requisition Control Available: Electronically controls the approval process and Purchase Order Preparation.

BUCS can automatically assign a P.O. Number...

A description, due date, and P.O. Amount are then entered

View Encumbrance

Vendor: 120 FREY & COMPANY*DONALD R.

P.O. Number: *2

Description: FORMS

Due Date: 11/30/1994 Transaction Date: 11/04/1994

Encumb Total: 125.96 Encumb Status: APPROVED

Buttons: Cancel, Next, Previous, Purchase Order

Account	Description	Amount
01.4100.0402	OFFICE SUPPLIES	125.96

Distrib Total: 125.96 Remaining: .00

- **BUCS instantly checks the availability of budgeted funds, by line item.**
- **Optional Encumbrance controls** can be set to *warn or disallow* P.O. processing, if budgets will be exceeded. The system can also be set to ignore the test.
- **Sixty accounts** and/or funds can be on a single P.O.
- **Optional Requisition Control** is available to monitor spending. It checks spending limits by a user login. If the user enters a P.O. above their set limit, the program will *signal* the condition. A list of those authorized for the larger spending limit will be displayed. The P.O. can then be *electronically* routed to one of those individuals for approval.

The P.O. Document Screen Has the Ability to Prepare P.O. Documents

Tab to Enter Line Items

Purchase Order Maintenance View

P.O. Number: ☐ Print Purchase Order on Update

Vendor: Frey & Company*Donald R. Ship To:

Header | **Items**

Ship To:
DONALD R. FREY & CO., INC.
40 N. GRAND AVE. SUITE 303

FT. THOMAS
KY 41075

Bill To:
DONALD R. FREY & CO
40 N. GRAND AVE. SUITE 303

FT. THOMAS
KY 41075

Description:
Attention:
Department:
P.O. Date: Required Date:
P.O. Total:

Special Instructions:
Instr 1:
Instr 2:
Instr 3:

P.O. documents can be customized using the optional Crystal Reports feature

Invoice Processing is Managed by a Powerful *Control Window*

The screenshot shows a software window titled "Invoices" with a close button in the top right corner. Below the title bar, there is a "Report Month/Year:" label followed by a text box containing "04/1995". To the right of this is a "Close" button. Below the report date is an "Invoice:" label followed by an empty text box. To the right of this is a "Search Options" label with two arrows pointing to the "Invoice:" text box and a radio button group. The radio button group is labeled "Invoice Order" and has two options: "Invoice" (selected with a radio button) and "Vendor Name". Below these are two columns of headers: "Invoice" and "Description". To the right of these are two columns of headers: "Vendor" and "Vendor Name". To the right of these are two columns of headers: "Mo/Year" and "Due Date". To the right of these are two columns of headers: "Amount" and "P.O. Num". Below the headers is a large empty table area. A yellow box labeled "List of Selected Invoices" is positioned over the table area. Below the table is a row of buttons: "Add", "Edit", "View", "Delete", "Change Status", "Release", "Load", and "Print". A yellow box labeled "Invoice Filters" is positioned over the "Add", "Edit", "View", "Delete", "Change Status", and "Release" buttons. Below the buttons is a section labeled "Invoice Types" with four checkboxes: "Entered", "Released", "Prepaid", and "Paid". To the right of these is a checkbox labeled "Only show invoices for period 04/1995". A yellow box labeled "Function Selections" is positioned over the "Load" and "Print" buttons. A yellow box labeled "Invoice Filters" is positioned over the "Invoice Types" section.

Search Options

Report Month/Year: 04/1995

Invoice:

Invoice Order
☒ Invoice ☐ Vendor Name

Invoice	Description	Vendor	Vendor Name	Mo/Year	Due Date	Amount	P.O. Num
---------	-------------	--------	-------------	---------	----------	--------	----------

List of Selected Invoices

Add Edit View Delete Change Status Release Load Print

Invoice Types
☒ Entered ☒ Released ☒ Prepaid ☒ Paid ☐ Only show invoices for period 04/1995

Invoice Filters

Function Selections

Accounts Payable Invoice Entry

Edit Invoice

Vendor: 38 CINCINNATI GAS & ELECTRIC CO.

Invoice No.: 54584

P.O. Number: Liquidate: NONE

Description: ELECTRIC

Due Date: 10/15/1999 Invoice Date: 10/06/1999

Amount: 567.00 Check:

OK Add Cancel Edit Vendors Delete

Status: ENTERED
Post: 04/1995

Account	Description	Amount
01.4200.0404	ELECTRIC	567.00

➤ Real Time processing Instantly Checks Budget Limits

➤ Up to sixty accounts per Invoice

➤ Standard Invoice Formats for Recurring Items and Allocations

Distrib Total: 567.00 Remaining: .00

Release Invoices For Payment

The screenshot shows a software window titled "Select Invoices To Release". It contains a table with the following data:

✓	Vendor	Invoice Number	P.O. Number	Due Date	Mo/Year	Ck Acct	Amount	Status
	120	123		10/10/2002	04/1995	1	1000.00	ENTERED

Below the table, there is a yellow box with the following instructions:

- Selection by due date or individually
- Selected invoices are displayed in the table
- Invoices in the table further filtered for release
- Select buttons make the process fast and easy

At the bottom of the window, there is a "Dollar Total Released:" field showing ".00", and four buttons: "OK", "Cancel", "Select All", and "Select None". The "Select All" and "Select None" buttons are highlighted with a red border.

Accounts Payable Check Preparation

- **Funds Availability Report:** User controllable, verifies that budget line items are not being overspent and the Bank account has adequate funds.
- **Check Register:** Details Invoices, including expense items, etc.
- **Checks:**
 - Multiple Checking Accounts
 - Optional ACH Payments
 - Up to fourteen invoices per check
 - Multiple funds on same check (Very Important)
 - Laser and impact printer options

Optional Billing/Accounts Receivable Module

- Complete Multi-fund Solution
- Ideal For Miscellaneous Billing Requirements
- Standard And Recurring Invoicing
 - *Option To Format Using Crystal Reports*
- Balance Forward And Open Item Methods Available
- Statement Preparation
 - *Option To Format Using Crystal Reports*
- Accounts Receivable Aging Reports
- Customer Sales History
- Customer Information Data Base, Including Powerful Notes With WORD Documents, Images, And More...

Optional Requisition Control Module

- Works in conjunction with Encumbrances and Accounts Payable
- Request is electronically passed through *sign off* levels, based on the submitter, their account access privileges and their authorized spending limits. Amounts are checked against budgets.
- All relevant information is electronically passed from step-to-step
- Encumbers funds when issuing the purchase order
- System automatically notifies all parties of request status and/or need for approval by e-mail and **BUCS** alert message.

Requisition Control Requirements

- ✦ **Encumbrance Module: Commits Funds**
- ✦ **Accounts Payable Module: Creates Purchase Orders**
- ✦ **Requisition Control Module: Authorization Process**

Requisition Control, How It Works - 1

Users are created by the administrator, who will be authorized to enter requisitions.

They are assigned:

- A login and password to permit access.
- Account number ranges they are permitted to use.
- Approval list for requisitions. This is the *chain-of-command* of approvers authorized for that user.
- Menu items they are permitted to use, along with usage permissions.
- A spending limit for purchase orders

The screenshot shows the 'BUCS Security' window. On the left is a tree view of the system hierarchy: 'System Security' contains 'MASTER', which contains 'BUCS', which contains 'DON' (highlighted), 'MANAGER1', 'MANAGER2', and 'MANAGER3'. The right side of the window is a form for configuring the selected user 'DON'. The form includes fields for 'User Login' (DON), 'Password' (empty), 'First Name' (DON), 'Last Name' (FREY), 'Initials' (R), 'Group' (MASTER), 'Phone' (441-6566), 'Req Amount' (300.00), and a 'Comment' field. Below these is an 'Approval List For Encumbrances' section with five numbered slots; slot 1 contains 'MANAGER2'. At the bottom is an 'Account Ranges' section with a table with two columns: 'Starting Account' and 'Ending Account'. The table has five rows, with the first row shaded. At the very bottom of the window are buttons for 'Add', 'Edit', 'Delete', 'Print', 'Active Users', and 'Close'.

Starting Account	Ending Account

Requisition Control, How It Works - 2

User enters a purchase order, using the encumbrance program. It performs the following checks:

- Checks budgets to see if funds are available
- Reserves funds for the line item
- Checks authorized dollar limits set for user.
- If the PO amount exceeds the limit, it must be submitted for approval.

The screenshot shows a window titled "Add Encumbrance". It contains a form with the following fields:

- Vendor: 120 (with a search icon) and FREY & COMPANY*DONALD R.
- P.O. Number: *4
- Description: computer equipment
- Due Date: 12/15/2003
- Transaction Date: 12/12/2002
- Encumb Total: 900.00
- Encumb Status: APPROVED (dropdown menu)

On the right side of the form are buttons: OK, Add, Cancel, Edit, Vendors, and Delete.

Below the form is a table with three columns: Account, Description, and Amount.

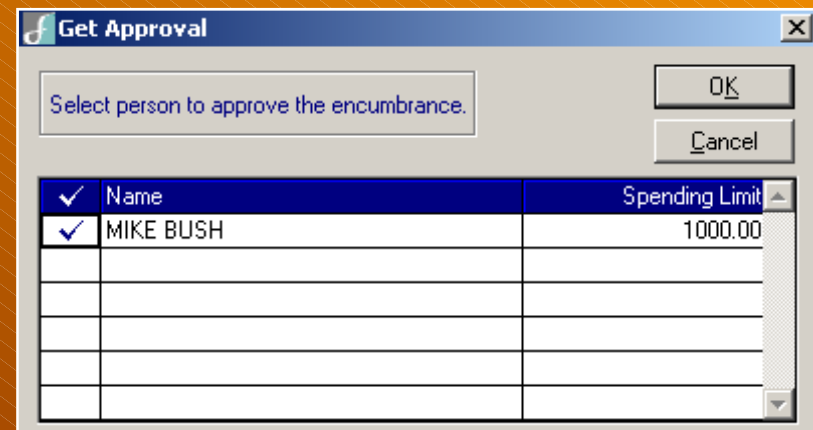
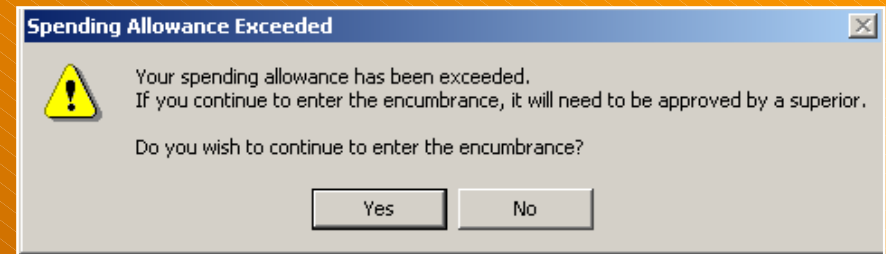
Account	Description	Amount
01.4100.0501	COMPUTER EQUIPMENT	900.00

At the bottom of the window, there is a summary bar:

Distrib Total: 900.00 Remaining: .00

Requisition Control, How It Works - 3

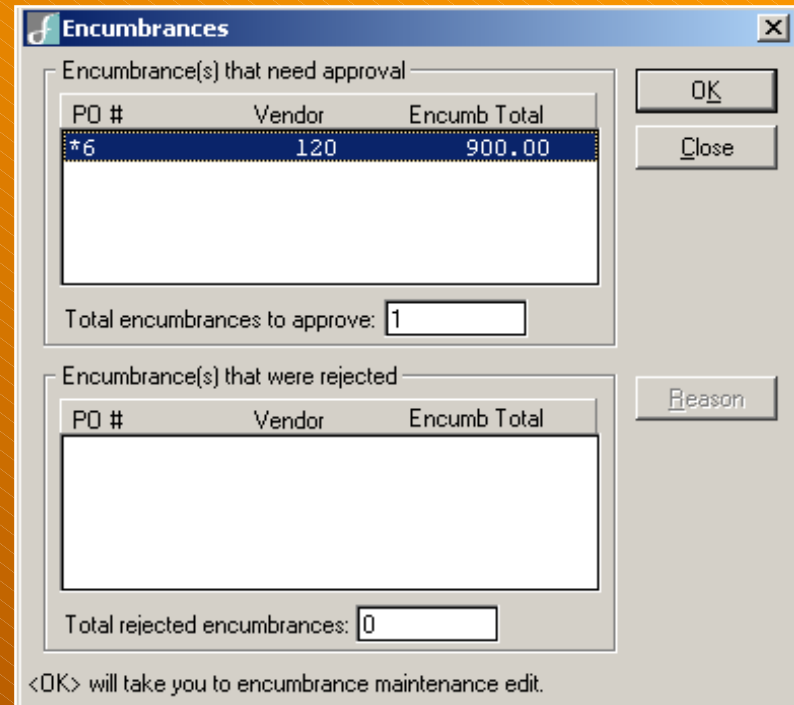
- **If the purchase order exceeds the user's limit, a message is displayed informing them and asking what they want to do.**
- **If the user wishes to continue with the PO, a list is displayed of those with the authority to authorize the amount of the PO. The user selects the person to send it to for approval.**



Requisition Control, How It Works - 4

- When the *approver* logs onto the system, they are notified that they have POs to approve. They can then review the PO and make a decision to approve or reject it. If the *approver* has an e-mail address in the BUCS security file, he will also receive an e-mail message.

If the approver rejects the PO, a message is sent to the user who submitted the PO stating that it was rejected. A reason for the rejections may be included with the message.



The screenshot shows a window titled "Encumbrances" with a close button (X) in the top right corner. The window is divided into two main sections. The top section is titled "Encumbrance(s) that need approval" and contains a table with three columns: "PO #", "Vendor", and "Encumb Total". The first row of the table is highlighted in blue and contains the values "*6", "120", and "900.00". Below the table is a text box labeled "Total encumbrances to approve:" with the value "1" entered. The bottom section is titled "Encumbrance(s) that were rejected" and contains an empty table with the same three columns. Below this table is a text box labeled "Total rejected encumbrances:" with the value "0" entered. To the right of the bottom section is a button labeled "Reason". At the bottom of the window, a status bar reads "<OK> will take you to encumbrance maintenance edit." There are also "OK" and "Close" buttons on the right side of the window.

PO #	Vendor	Encumb Total
*6	120	900.00

Total encumbrances to approve: 1

PO #	Vendor	Encumb Total
------	--------	--------------

Total rejected encumbrances: 0

<OK> will take you to encumbrance maintenance edit.

Optional Combining Reports Module

- *Normalizes* accounts into a common format for summary reporting
- Fund Class & Type: Automatic creation of groupings for GASB 34, FASB 117, and other report formats
- Columnar reporting formats
- Proportional Space fonts for enhanced appearance
- Optionally Export Reports to Excel

A19000 Oper: BUC Date 03/21/2001 Time 15:30:25		SAMPLE CITY								Page 1
		Revenues, Expenditures, and Changes in Fund Balance Report All Funds								Period 01/2001
	General Fund	Street Maintenance Fund	Capital Improvements Fund	Grant Fund	Water Fund	Sewer Fund	Swimming Pool Fund	Pension Fund	Agency Trust Fund	All Funds Total
Expenditures/expenses:										
Current:										
Personnel Expenses	29,800	12,555	0	0	12,500	19,124	15,653	0	0	89,632
Property & Equipment Exp.	21,450	18,786	1,200	0	1,955	1,325	723	0	0	45,439
Maintenance Expenses	17,200	17,500	450	155	12,125	800	1,200	0	0	49,430
All Other Expenses	12,400	125	125	150	200	0	0	0	250	13,250
Total expenditures/ expenses	80,850	48,966	1,775	305	26,780	21,249	17,576	0	250	197,751
Revenues:										
Tax Revenue	3,500	800	0	0	1,200	1,200	0	0	0	6,700

Optional Cash Receipts Module

- Convenient method of entering a variety of receipts
- Eliminates offset posting to cash accounts
- Report, detailing entries by date and/or Batch ID

Optional Fixed Assets Module

- Maintains Asset Data & Accounting Distributions
- Archives Invoice Documents and Asset Photos
- Calculates Depreciation & Posts Entries to The General Ledger
- Calculates Replacement Costs For Insurance
- Assets Can Be Split Across Multiple Funds
- Applicable Reports & Labels also Produced

Optional Fee Receipting Module

Police / Fire 911	City of Anywhere	General Offices 555-1234
Occupational License Receipt		
Frey, Donald & Company 40 N. Grand Ave. Ste 303 Ft. Thomas, KY 41075	EIN Issued Type Expires Fee	12-1234567 03/21/2001 12/31/2001 \$25.00
03/21/2001 1:39:59PM BUC	Total Due Check Tendered Change	\$25.00 \$25.00 \$0.00

City of Anywhere, AnyState		EIN 12-1234567
Occupational License		
Phone # 441-6566 Employees 500	Issued 03/21/2001 Expires 12/31/2001	
In conformity with the provision of the occupational and business license tax ordinance No. 0-14-81 enacted by the City of Anywhere, AnyState and application submitted, license is hereby granted.		
Frey, Donald & Company 40 N. Grand Ave. Ste 303 Ft. Thomas, KY 41075	Minimum Fee \$ 25.00	
Signed: Treasurer City Treasurer		

Requires:

- ODBC Option
- Data Dictionary Option
- Crystal Reports

- Receives payments for permits, licenses, etc.
- Posts Receipts Immediately
- Prepares Receipt Document (user option, user definable)
- Prepares Certificates (user option, user definable)
- Produces Reports of receipts by type, amount totals, etc.
- Creates database of important receipt information

Optional Multi-user

- ✦ Based on the number of concurrent users required. Concurrent means the number of individuals using using BUCS simultaneously.
- ✦ Provides record and file locking security, password protection and management of access privileges.
- ✦ Tracks who is currently on the system and what process they are using.
- ✦ Maintains a log of users, date/time of use and the processes they used.

Optional ODBC Gateway

ODBC provides the power and versatility of a relational data base and report writer without cost and complexity.

- ✦ ODBC (Open Data Base Connectivity) Allows One To Connect Multiple Dissimilar Databases, Making Them Appear And Operate As One
- ✦ Other Software Can Easily Access BUCS Data
- ✦ A "Gateway" To All ODBC Compliant Applications
- ✦ Data Dictionaries For Important Files In BUCS
- ✦ Allows Ad Hoc Inquiries, Reporting, File Transfers To Other Systems
- ✦ ODBC Applications Include WORD, EXCEL, Crystal Reports And Many Other Compliant Offerings

BUCS: Reports For All Needs

- **Print Preview For Reports**
- **Ability To Insert Agency Logo On Reports**
- **Page Selection And Number Of Copies Options**
- **Customizable Using Powerful Report Parameters**
- **Proportional Space Fonts For Enhanced Appearance**
- **Optional, Export Financial Reports To Microsoft Excel**
- **Scheduler To Select Groups Of Reports For Processing**
- **Integration Available Via Open Data Base Connectivity**
- **Roll Up Available For Uniform Columnar Reporting**
- **GASB 34 And FASB117 Reporting Formats Available**

BUCS HIGHLIGHTS

- **Powerful Multi-user Options**
- **29 Alpha/Numeric Free Form Account Format**
- **ODBC Open Database Connectivity**
- **Unlimited Funds**
- **Windows Online Help**
- **Pop-up Calendars**
- **Extensive Error Checking/Warning**
- **Funds Validation Control**
- **Grant Tracking & Reporting**
- **Project Tracking**
- **Unlimited Prior Period Reporting**
- **Extensive Security/Access Controls**
- **Extensive *Drill Down* Capabilities**
- **RCG Rapid Chart Generator**
- **Real Time (Instant Updating)**
- **International Accounting Features**
- **Multiple Checking Accounts**
- **Multiple Invoices Same Check**
- **Flex/Roll Reporting**
- **Extensive Account History**
- **Complete User ID Audit Trails**
- **Automatic Posting**
- **Cash And/Or Accrual Basis**
- **Laser Check Printing**
- **Powerful Document Imaging**
- **Proportional Space Reports**
- **Export Reports To Excel**
- **GASB Statement 34 Reporting**
- **Microsoft SQL Database Option**

Powerful, Easy-to-use, Reliable Software

Service & Support

Since 1974

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Fast attention, no long waits...
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Regular improvements, with
electronic notification, no need
to wait until the next release...
- ✦ User Newsletters:
Keep you up-to-date on industry
and technology activity

Annual...

- ✦ User Survey:
Your input defines future
enhancements
- ✦ Major Software Updates:
More than just bug fixes...
- ✦ New Documentation:
Updated manuals every year
- ✦ User Conferences:
Recurrent training and peer
networking

BUCS

Budgetary Control System

- **Experienced:** Fund Accounting Software Solutions Since 1974
- **Proven:** True Microsoft Windows Format In 1997
- **Contemporary:** Continually Improved With Bold New Features And Improved Usability On An Ongoing Basis.
- **Outstanding Support:** Responsive And Knowledgeable Support Team. Answers When You Need Them.
- **Value Priced:** Pricing designed to meet the needs of a wide range of clients



BUCS Fund Accounting

*This presentation has Highlighted some of the powerful, tested, state-of-the-art features that has set **BUCS** apart from others for over 30 years.*

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BUCS True Microsoft Windows

Government Fund Accounting

Since 1974



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